

Interim Project Status Report

Eco-Natural Skin Care Australia Trade Show Promotion Project

The following is a project status report as per the agreed communication processes.

Meetings

The project schedule was agreed by the project team at the outset.

The project commenced with a meeting with Bill Bixby from Booth, banners, fliers, and more Trade Show Services to discuss the brief for the project. A further meeting was held to confirm the brief. However, no further meetings with the have occurred as per the schedule.

Project progress

The Trade Show Services provider has completed a computer simulation of the Booth Design and brochures. He has not received official approval to proceed.

The PM notes that the Eco-Natural Skin Care Operations Manager advised that due to illness they had been unavailable but will review and approve ASAP.

As per the agreed tasks, I note that there will be a small budget increase if we are including the rental of a large screen computer for the tradeshow booth.

Recommended actions.

Operations Manager is to provide feedback ASAP to the CBSA Project Manager so that the Trade Show Promotion Project does not fall too far behind the schedule of January delivery.

Confirm the scope of the Trade Show Promotion Project.

Recommend we negate training costs for booth staff by using marketing staff to stay within budget.

Recommend that either the Project Manager takes on more tasks or the PM can delegate some of the duties to other colleagues so we can get the Trade Show Promotion Project completed.

Con Kafatos
Project Manager
September 20XX